

# Single Family Homes and Duplexes: A Guide to CAFRA



New Jersey Department of Environmental Protection  
Land Use Regulation Program  
May 2002



## **State of New Jersey**

James E. McGreevey, Governor

New Jersey Department of Environmental Protection

Bradley M. Campbell, Commissioner

### **How can I get further information?**

- For information on this and other land use regulation programs, please contact:

The Bureau of Coastal Regulation at (609) 292-8262.

For inquiries on jurisdictional determinations contact the Program's Jurisdictional Determination Unit at (609) 633-6755 or by E-Mail at [robert.cubberley@dep.state.nj.us](mailto:robert.cubberley@dep.state.nj.us)

- For additional information on New Jersey's Coastal Management Program and other land use regulation programs visit our website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).



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## **INTRODUCTION**

This booklet is a guide for anyone who owns or is planning to construct or reconstruct (with or without expansion) a single family home, duplex or accessory development in the coastal area. This guide will explain when a CAFRA permit is required; the type of CAFRA permit needed; all of the relevant CAFRA permit procedures and requirements; the CAFRA permit application process; and processing times and fees.



Two categories of CAFRA permits, coastal general permits and permits-by-rule, are available to single family and duplex homeowners. These permits and the application process are described below.



### **What is CAFRA?**

The Coastal Area Facility Review Act, also known as CAFRA, was first enacted by the New Jersey Legislature in 1973 and then amended in 1993. The CAFRA legislation recognizes the need to provide "adequate environmental safeguards" for shore development while encouraging "the development of compatible land uses in order to improve the overall economic position of the inhabitants of that area."

The 1993 legislative amendments to the CAFRA, effective on July 19, 1994, were designed to provide added protection for sensitive coastal areas at the water's edge. As a result of these amendments a CAFRA permit may be required for the construction or reconstruction (with or without expansion) of a single family home, duplex, or accessory development.

The area of the coast subject to regulation under CAFRA, known as the "CAFRA area," begins at the confluence of the Cheesequake Creek with Raritan Bay in Middlesex County, and extends south through Monmouth, Ocean and Atlantic counties, a small portion of Burlington County and Cape May County, and then north and west along the Delaware Bay through Cumberland and Salem Counties to Pennsville, Salem County. The inland limit of CAFRA follows an irregular pattern drawn primarily along public roads, and ranges in width from a few thousand feet to 24 miles from the ocean.



### How do I determine if I need a CAFRA permit?

The construction, reconstruction, expansion or alteration of a single family home, duplex or accessory development, such as garages, sheds, pools, driveways, may be regulated under CAFRA, if the proposed development meets either of the following conditions:

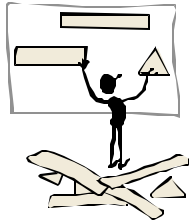
- a. The house and/or accessory development is, or would be, located on a beach or dune; or
- b. The house and/or accessory development is, or would be, within 150 feet of the mean high water line of a tidal waterbody or the landward limit of a beach or dune, (whichever is the most landward), and there is no **"intervening development"** as described below, between the mean high water line of the tidal water body or the landward limit of the beach and dune and the proposed house, duplex, addition and/or accessory development.

If your proposed house, duplex, addition or accessory development straddles the 150 boundary line described in (b) above, and there is no intervening development, a CAFRA permit is required.

If your property does not meet either (a) or (b) above, a CAFRA permit is not required.

**NOTE:** Although the construction of shore protection structures (such as bulkheads) and docks and piers is not addressed in this guide, the construction of these structures requires a CAFRA and/or Waterfront Development permit from the Department.

### **Intervening development**



If your proposed house, duplex, addition and/or accessory development is proposed to be located within 150 feet of the mean high water line of a tidal water body, or the landward limit of a beach or dune (whichever is the most landward), whether you need a CAFRA permit is determined by the presence or absence of an **"intervening development"**.

Existing developments that are considered **"intervening development"** include above ground structures such as:

- Houses
- Garages
- Cabanas or bath houses which are fully enclosed and serviced by a municipal sewer system
- Commercial, industrial or public buildings

To be considered **"intervening development"** these structures must have received all necessary State, Federal and local approvals and have been completed or under construction by July 19, 1994.

Existing developments that are not considered intervening development include:

- Shore protection structures
- Seawalls
- Bulkheads
- Retaining walls
- Gabions
- Revetments
- Fences
- Boardwalks
- Promenades
- Prefabricated sheds without foundations
- Seasonal and temporary structures including associated temporary equipment storage containers, picnic tables, benches and canopies, beach badge sheds, wooden walkways, stage platforms, bleachers and portable restrooms
- Carports
- Docks and piers
- Gazebos
- Swimming pools
- Utility lines
- Culverts
- Railroads
- Roadways
- Sewage pump stations

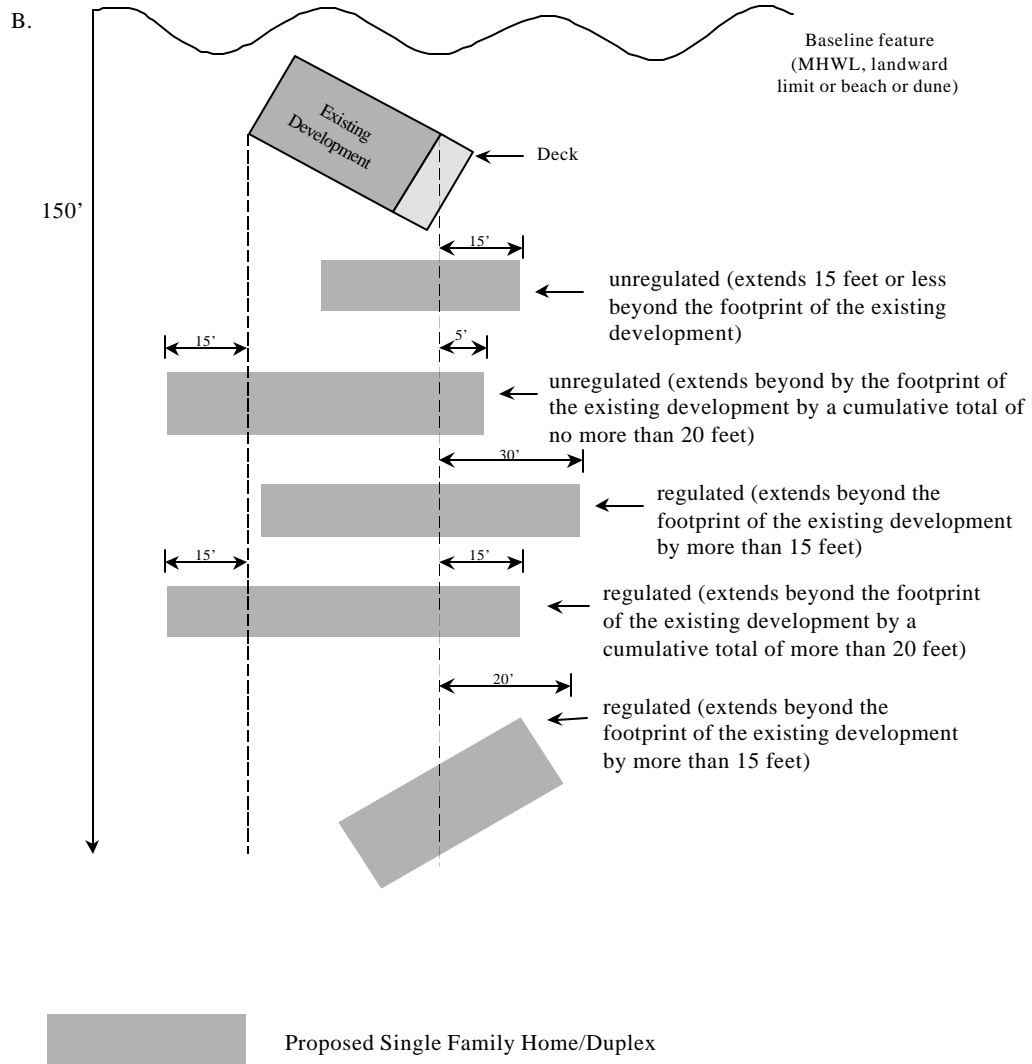
To determine whether an existing development is an ***“intervening development”*** :

1. Extend a line landward and perpendicular to the mean high water line from each of the widest points of the ***footprint of the existing development*** that are parallel to the shore. **NOTE:** The ***footprint of development*** is the area of the land that is enclosed by the exterior walls of the building.
2. If your proposed house, duplex, addition and/or accessory development is located entirely within the lines drawn in 1 above, and is not proposed on a beach or dune, then the existing development is considered ***“intervening development”*** and **NO** CAFRA permit is required.
3. If your proposed house, duplex, addition and/ or accessory development does not extend beyond the lines described in 1 above by more than 15 feet on either side or by a cumulative total of 20 feet, then the existing development is considered an ***“intervening development”*** and **NO** CAFRA permit is required.
4. If your proposed house, duplex, addition and/or accessory development extends beyond the lines described in 1 above and does not meet 2 or 3, then the existing development is not considered an ***“intervening development”*** and a **CAFRA permit IS required**.

***See Page 4 for an example of intervening development***

If you need assistance in determining whether your proposed house, duplex, addition and/or accessory development is regulated under CAFRA, the Land Use Regulation Program's Jurisdictional Determination Unit can assist you. Appendix A contains a form for requesting a jurisdictional determination from the Land Use Regulation Program.

# Intervening Development



\*NOT TO SCALE \*



### **When is a CAFRA permit not required?**

If you determine that your house or duplex is located on a beach or dune, or within 150 feet of the mean high water line of a tidal water body or landward limit of a beach or dune (whichever is most landward), a CAFRA permit is **NOT** required for:

- Rebuilding a house which existed and was habitable on July 19, 1994 after damage by a storm, fire or other Act of God, unless you relocate or increase the footprint of the development or the number of dwelling units.
- Enlargement of a house that does not enlarge the **footprint of the development** or increase the number of dwelling units. For example, elevating an existing house on pilings or the construction of a second story to an existing house would not result in the enlargement of the footprint. **NOTE:** The **footprint of development** is the area of the land that is enclosed by the exterior walls of the building.
- Planting any kind of vegetation, although use of native New Jersey coastal vegetation is encouraged.
- Performing maintenance, repairs or making cosmetic improvements to your house, duplex, or accessory development.
- Construction of a patio, deck, **porch**, balcony or veranda, or **"similar structure"** as described below. **NOTE:** A **porch** is defined as a covered or uncovered entrance, directly connected to the house or duplex.

The following structures are considered **"similar structures"** and do not require a CAFRA permit provided their construction does not include the placement of pilings or a structure on a **beach, dune, or wetland**:

- Fences
- Flower boxes
- Wooden boardwalks and gravel or brick paver block walkways
- Landscape walls (for example, railroad ties) no more than 12 inches in height or a series of walls not to exceed a cumulative total of 12 inches in height
- Gardens
- Satellite dishes and antennas

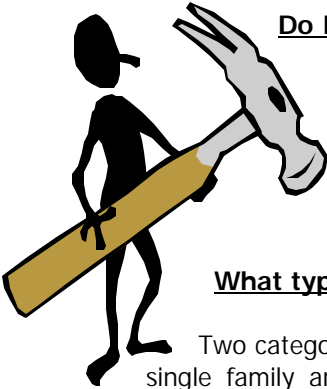
In addition to those "similar structures" listed above, the following structures are also considered similar structures and do not require a CAFRA permit provided their construction does not include the placement of pilings or structures on a beach, dune, wetland, or coastal bluff:

- Sheds with a footprint of 120 square feet or less
- Open carports
- Gazebos
- Propane tanks properly anchored
- Showers, hot tubs and above ground swimming pools (not exceeding 500 square feet) which do not discharge to surface waters or wetlands

### **I have a municipal approval, do I still need a CAFRA permit?**



YES. A municipal approval does not eliminate the need for a CAFRA permit.



**Do I need a written letter from the Department stating that a CAFRA permit is not required for my proposed development?**

**NO.** Developments that do not require a CAFRA permit do not need to obtain a letter stating that a CAFRA permit is not required for the proposed development.

**What types of CAFRA permits are available for single family homes and duplexes?**

Two categories of CAFRA permits, coastal general permits and permits-by-rule, are available to single family and duplex homeowners for construction or expansion of the home or accessory structure.

**Permits-By-Rule**

A Permit-By-Rule is a permit for activities that the Department has determined have minimal potential for environmental impact.

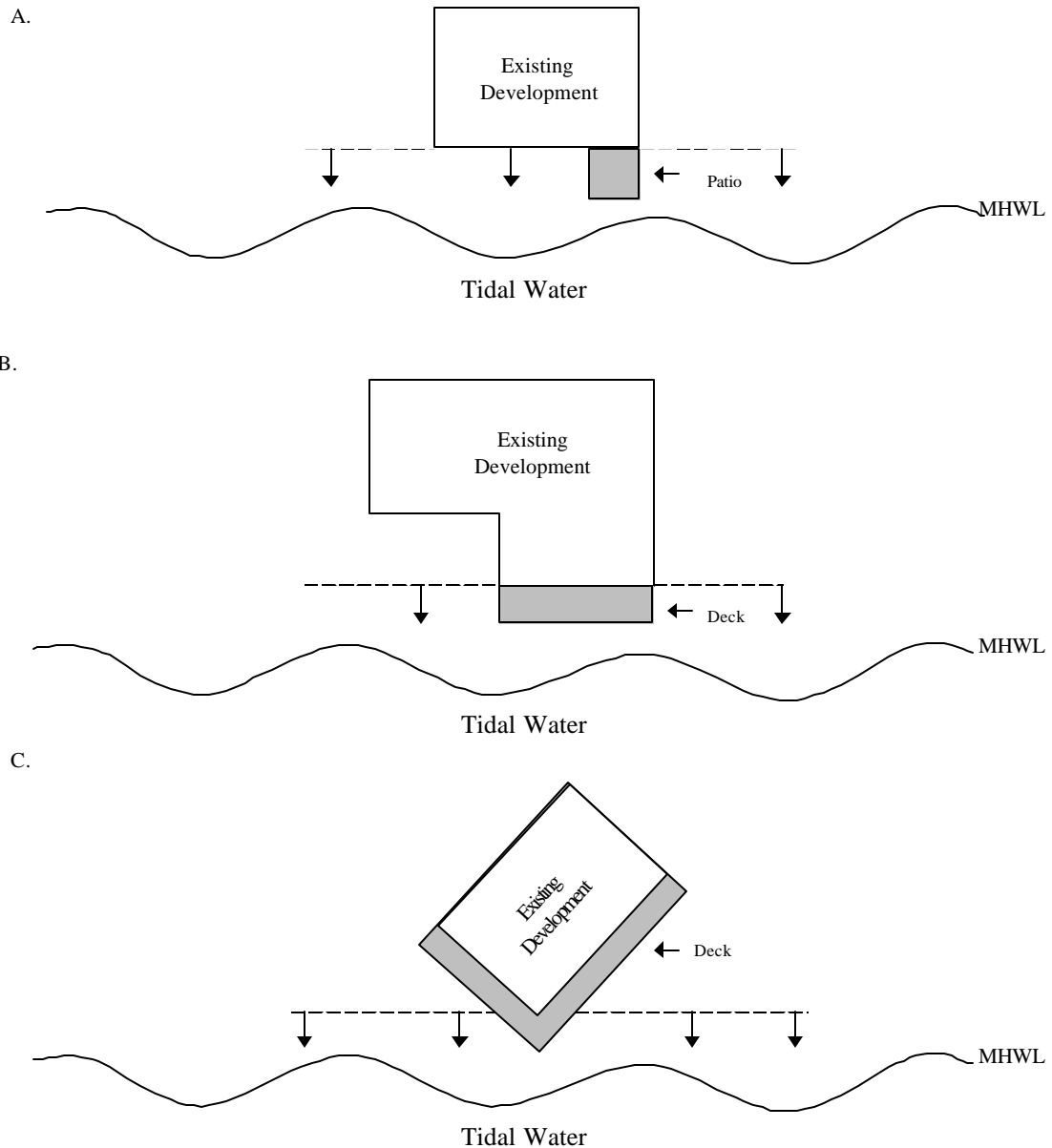
**NO** plans, application forms, photographs or other written notice needs to be submitted to the Department for development eligible for a permit-by-rule.

Permits-by-Rule are available for the following activities:

1. The expansion of a single family home or duplex located adjacent to a natural water body, if:
  - The cumulative surface area constructed on the property after July 19, 1994 is less than or equal to 400 square feet;
  - The expansion is not on the ***waterward side of the existing house or duplex (see figures on pages 7 & 8);***
  - The expansion is not located on a beach, dune, or wetland.

For the purposes of this permit-by-rule the “expansion of a single family home or duplex” includes accessory developments such as garages, sheds, pools, driveways, grading, excavation and clearing, and does not include shore protection structures.

## Waterward Side of Development



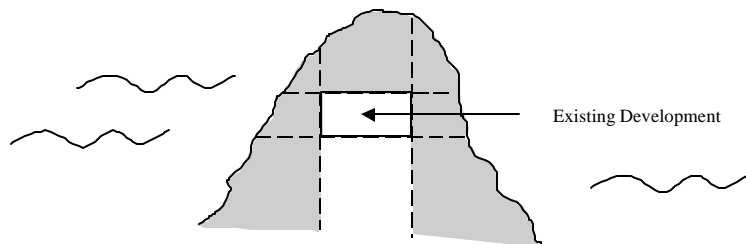
\*NOT TO SCALE \*

Note: Arrows Denote Waterward Side of the Development

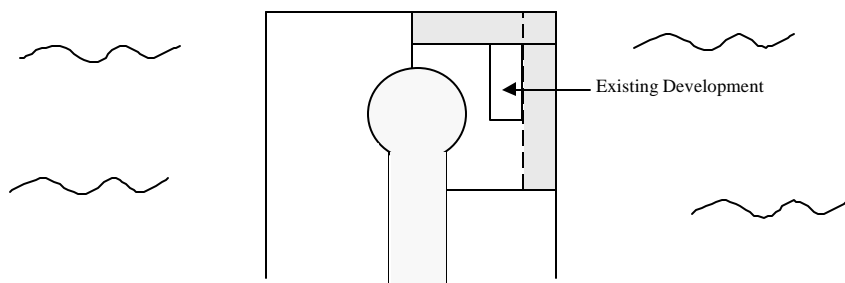
The ***waterward side of the house or duplex*** is the area of the property shown by the arrows above. It is located between a tidal waterbody and a line(s) drawn through points of the footprint of the building closest to the water, and parallel to the water body.

# Waterward Side of Development (continued)

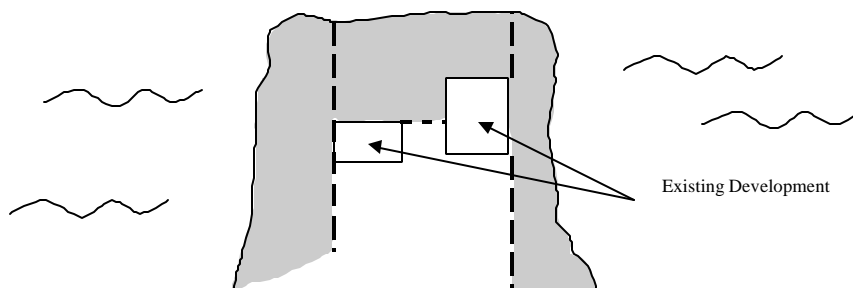
D.



E.



F.



NOTE: Shaded areas denote waterward side of development

\*NOT TO SCALE \*

The ***waterward side of the house or duplex*** is the area of the property shown by the shading above. It is located between a tidal waterbody and a line(s) drawn through points of the footprint of the building closest to the water, and parallel to the water body.

2. The construction or reconstruction (with or without expansion) of a single family home, duplex, or accessory development, located on a bulkheaded lagoon lot. If the existing or proposed single family home, duplex or accessory development is not located on a bulkheaded lagoon lot, a coastal general permit is required.

3. The voluntary reconstruction of a non-damaged legally constructed, residential development, if:

- The development is currently habitable;
- The reconstruction is in the same **footprint of development** as the existing development **NOTE:** The **footprint of development** is the area of the land that is enclosed by the exterior walls of the building; and
- The reconstruction complies with the existing requirements or codes of municipal, State and Federal law.

4. The legalization of prior filling of lands on a lot formerly flowed by the tide, if:

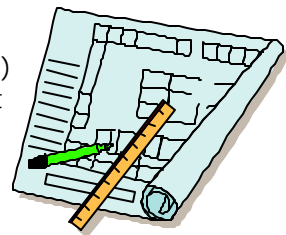
- A single family home or duplex is proposed or exists on the lot;
- The single family home or duplex is not part of a larger development;
- The filling appears on the applicable Tidelands Map adopted by the Tidelands Resource Council (base map photography dated 1977/78); and
- A tidelands instrument has been obtained for all filled tidelands areas.

Please refer to Appendix B entitled *Permit-By-Rule: A Guide for Construction Code Officials and Homeowners* for the applicability and restrictions of a permit-by-rule authorization.

### Coastal General Permits

Coastal general permits are available for the following activities:

- Construction or reconstruction (with or without expansion) of a single family home, duplex, or accessory development landward of the mean high water line. Accessory developments include garages, sheds, pools, and driveways, but do not include shore protection structures
- Voluntary reconstruction of a non-damaged, legally constructed, currently habitable house, landward of the existing footprint
- Construction of a bulkhead on a lot located on a substantially developed man-made lagoon
- Construction of a revetment at a single family or duplex lot which has an eroding shoreline along any shore other than the Atlantic Ocean, Delaware Bay, Raritan Bay or Sandy Hook Bay

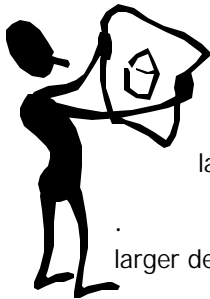


- Construction of gabions at a single family or duplex lot which has an eroding shoreline along any shore other than the Atlantic Ocean, Delaware Bay, Raritan Bay or Sandy Hook Bay
- Reconstruction of a legally existing functioning bulkhead
- Construction of a bulkhead on a natural waterway
- Construction of piers and docks, including jet ski ramps, pilings and boatlifts in man-made lagoons
- Minor maintenance dredging of 100 cubic yards in man-made lagoons
- Stabilization of an eroding shoreline using natural materials, such as live branch cuttings and fiber carpets

The standards for the coastal general permits listed above are found in the Coastal Permit Program rules, Subchapter 7. These rules are available on the Land Use Regulation Program's website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).

### Coastal general permit for the development of a single family home or duplex

The most commonly used coastal general permits are the coastal general permit for the development of a single family home or duplex and/or accessory developments, and the coastal general permit for the reconstruction (with or without expansion) of a single family home or duplex and/or accessory developments. For the purposes of these coastal general permits, accessory development includes garages, sheds, pools and driveways, but does not include shore protection structures. ***In addition to meeting the conditions described below, if your existing or proposed house or duplex and/or accessory development is located on a dune, you must also meet for the standards for construction or reconstruction (with or without expansion) found in Appendix "C."***



The construction of your single family home or duplex and/or accessory development is eligible for the above coastal general permits, if:

- The single family home or duplex or accessory development is located landward of the mean high water line and **NOT** on a bulkheaded lagoon lot;
- The single family home or duplex and/or accessory development is not part of a larger development;
- The single family home or duplex and/or accessory development complies with the following sections of the Coastal Zone Management rules, N.J.A.C. 7:7E: 7:7E-3.22, Beaches, 7:7E-3.27, Wetlands, 7:7E-3.28, Wetland Buffers, and 7:7E-3.38, Endangered or Threatened Wildlife or Vegetation Species Habitats. Generally, these rules prohibit development and reconstruction in these areas unless there is no alternative. Therefore, a pre-application discussion is recommended where the development is proposed in these areas. The full text of the Coastal Zone Management rules can be found on the Land Use Regulation Program's website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).

- If the single family home or duplex and/or accessory development is located on the Atlantic Ocean, Delaware Bay, Raritan Bay, or Sandy Hook Bay, the single family home or duplex and/or accessory development must comply with the Coastal Bluffs rule, N.J.A.C. 7:7E-3.31. The text of the Coastal Bluff rule can be found on the Land Use Regulation Program's website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).
- If the single family home or duplex is not located on the Atlantic Ocean, Delaware Bay, Raritan Bay, or Sandy Hook Bay, the single family home or duplex or accessory development must be set back a minimum of 10 feet from the crest of any coastal bluff and the development must not result in a loss of stability of the vegetation on the bluff face. If the single family home or duplex and/or accessory development requires excavation, it must be set back one foot beyond the 10 foot setback for every foot of excavation below existing grade.
- If the single family home or duplex and/or accessory development is located in a coastal high hazard area or erosion hazard area, the single family home or duplex and/or accessory development must comply with the Coastal High Hazard Areas rule, N.J.A.C. 7:7E-3.18, and the Erosion Hazard Areas rule, N.J.A.C. 7:7E-3.19 unless:
  - The lot was shown as a subdivided lot prior to July 19, 1993;
  - The lot is served by a municipal sewer system; and
  - A house or commercial building is located within 100 feet of each of the lot lines that run roughly perpendicular to the mean high water line. The 100 feet shall be measured outward from each lot line, along a line generally parallel to the mean high water line. The text of the Erosion Hazard Area and the Coastal High Hazard Area rules can be found on the Land Use Regulation Program's website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).
- All sub-gravel liners are made of filter cloth or other permeable material. The use of plastic under landscaped or gravel areas is prohibited;
- Any driveway shall be covered with a permeable material or else shall be pitched to drain all runoff onto permeable areas of the site;
- The site clearing is limited to an area no more than 20 feet from the footprint of the single family home or duplex and the area necessary for driveway, septic, and utility line installations. This requirement applies to wooded sites **only**;
- The single family home or duplex and/or accessory development complies with the elevation and flood proofing requirements of the National Flood Insurance Program regulations at 44 CFR Chapter 1;
- A silt fence with a 10-foot landward return is erected at the limit of disturbance along the waterward and wetland sides of the development before construction begins. This requirement applies to those sites adjacent to or including surface water bodies or wetlands **only**. This fence shall be maintained and remain in place until all construction and landscaping is completed;
- The single family home or duplex and/or accessory developments meet the following setback requirements:
  - On an **oceanfront site** with existing or proposed shore protection structures:

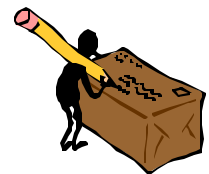
- The single family home or duplex and/or accessory structures (except decks) shall be set back at least 25 feet from existing or proposed oceanfront shore protection structures. This distance shall be measured from the waterward face of a bulkhead or seawall and from the top of slope on the waterward face of the revetment.
- This setback shall not apply to below grade structures;
- On a **non-oceanfront site** with existing or proposed shore protection structures:
  - The single family home or duplex and/or accessory structures (except decks) shall be set back at least 15 feet from existing or proposed shore protection structures.
  - If the single family home or duplex and/or accessory structures cannot be located at least 15 feet landward of the shore protection structure, the Department will reduce the required setback if an engineering certification is submitted demonstrating that, after the proposed development has been constructed, the shore protection structure can be replaced within 18 inches of the existing shore protection structure and a conservation restriction in a form approved by the Department is recorded for the property which states that any reconstruction of a shore protection structure shall be within 18 inches of the existing shore protection structure.
- A site with coastal bluffs must meet the setback requirements discussed above.

**NOTE:** This coastal general permit does not authorize the construction of a single family home or duplex or accessory development within wetlands regulated under the Wetlands Act of 1970, N.J.S.A. 13:9A-1 et seq.

### **What are the application requirements for Coastal General Permits?**

To obtain a coastal general permit, you must submit the following information:

- A completed LURP application form (see Appendix D);
- Photographs of the site for which authorization is being requested;
- A check or money order for \$250 made payable to: Treasurer-State of New Jersey, Environmental Services Fund;
- White certified mailing receipts or written receipts as evidence that **three** complete copies of the application package have been forwarded to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office;
- White certified mailing receipts or written receipts as evidence that a copy of (1) the completed LURP application form, (2) the site plan (this plan maybe on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site



location) and (3) the notice found in Appendix E, have been forwarded to the following parties:

- County Planning Board
- Municipal Construction Official
- All property owners, including easements, surrounding and sharing a property boundary at any point on the perimeter of the proposed development;
- Three copies of a site plan(s) showing the following:
  - The mean and spring high water lines of the tidal waters in proximity to the site;
  - Existing features at the site including topography and structures, and the limits of wetlands, dune areas, beach areas, flood hazard areas, coastal bluffs and vegetation;
  - Existing roads and utilities immediately adjacent to the site;
  - All proposed development, including all structures, grading and clearing and limits of disturbance;
  - The limits and depth of all proposed excavation within 25 feet of the coastal bluff; and
  - A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit, including supplemental documents as appropriate, such as maps or surveys.

The Department will **NOT** hold a public hearing on any coastal general permit application, although it will consider any written comments received. Pursuant to the Coastal Area Facility Review Act, the Department must make a decision on the application within 90 days of declaring the application "complete for final review". If the Department does not make a decision within this timeframe, the application is automatically approved, subject to the standard conditions at N.J.A.C. 7:7-1.5.

#### **Are there other permits which may be necessary to complete my project?**

In addition to a CAFRA permit, you may need a tidelands instrument or one of the other permits described below.

##### **Tidelands instrument**

Development proposed in areas now or formerly flowed by the tide must possess a valid tidelands instrument in the form of a grant, lease, or license from the State of New Jersey. Applications for a CAFRA General Permit will not be accepted for filing without verification that a Tidelands instrument has been previously issued, applied for, or is unnecessary for the site. This information is available from the Department of Environmental Protection's Bureau of Tidelands, P.O. Box 439, Trenton, New Jersey 08625-0439, (609) 292-2573.



##### **Other Permits:**



Other permits from the Land Use Regulation Program that may be required for the construction or reconstruction (with or without expansion) of a single-family home or duplex and/or accessory development include:

- Freshwater Wetlands
- Stream Encroachment
- Coastal Wetlands
- Waterfront Development

While the Department will not delay a CAFRA permit decision because other approvals have not yet been issued, you should determine as quickly as possible what other approvals are needed, since permits under several programs can be processed simultaneously, thus saving time. The Land Use Regulation Program's Jurisdictional Determination Unit will assist you in determining what additional Departmental approvals may be required. Appendix A contains a form listing the information needed to request a determination of jurisdiction under CAFRA, Waterfront Development and the Wetlands Act of 1970 for your project. All requests must be made in writing.

Coastal Wetlands maps are available for your use at the appropriate county clerk's office and at the Bureau of Coastal and Land Use Compliance and Enforcement offices in Trenton and Toms River, New Jersey. Freshwater Wetlands maps are available at the appropriate municipal office, although they provide only general guidance and not site specific information.

For further information regarding these permit programs or for determinations regarding permit jurisdiction, please contact the Land Use Regulation Program at the telephone number listed on the inside front cover of the booklet. For additional information on New Jersey's Coastal Zone Management Program, and other programs under the purview of the Land Use Regulation Program, visit our website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).



#### **Can I change my project after I get my CAFRA Permit?**

If you are proposing changes to the development authorized by your coastal general permit, please contact the Land Use Regulation Program to discuss the proposed changes and to determine whether the proposed changes require additional authorization.

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We hope that you have found this guide helpful in determining whether you need a CAFRA permit and, if so, the type of permit you need and the general requirements for obtaining it.

In the Appendices that follow, you will find permit application forms and other information designed to assist you when applying for a CAFRA permit. If you have further questions, please call one of the numbers listed on the inside front cover for assistance.



## **Appendix A**

### Jurisdictional Determination Request Form

## **Land Use Regulation Program**

### **Information Required for Jurisdictional Determination** **For CAFRA, Waterfront Development and the Wetlands Act of 1970**

#### **PLEASE SUPPLY THE FOLLOWING:**

**Applicant name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

#### **PROJECT LOCATION:**

**Lot(s):** \_\_\_\_\_ **Block** \_\_\_\_\_

**Municipality:** \_\_\_\_\_ **County** \_\_\_\_\_

**Street Address (or nearest crossroads):** \_\_\_\_\_

#### **Project Description:**

**Project description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **A copy of the site plan or survey for the proposed project**

#### **Photographs (Optional)**

United States Geological Services (USGS) Topographic Quadrangle with property outlined or other location map (street map, tax map, etc.)

**Send To:** New Jersey Department of Environmental Protection  
Land Use Regulation Program  
P.O. Box 439  
Trenton, NJ 08625

Attn: Jurisdictional Determination Unit

## **Appendix B**

Permit-by-Rule:

A Guide for Single Family/Duplex Homeowners  
Construction Code Officials

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# **Permit-By-Rule: A Guide for Single Family/Duplex Homeowners & Construction Code Officials**

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New Jersey Department of Environmental Protection  
May 2002

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## **State of New Jersey**

James E. McGreevey, Governor

New Jersey Department of Environmental Protection

Bradley M. Campbell, Commissioner

### **How can I get further information?**

- For information on this and other land use regulation programs, please contact:

The Bureau of Coastal Regulation at (609) 292-8262.

For inquiries on jurisdictional determinations contact the Program's Jurisdictional Determination Unit at (609) 633-6755 or by E-Mail at [robert.cubberley@dep.state.nj.us](mailto:robert.cubberley@dep.state.nj.us)

- For additional information on New Jersey's Coastal Management Program and other land use regulation programs visit our website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).

## INTRODUCTION

This guide is designed to assist construction code officials and homeowners in determining a proposed residential project's eligibility for a Permit-by-Rule.

A Permit-by-Rule is a category of permits for developments, which the Department has determined have minimal potential for environmental impact. Permits-by-Rule are available for specific upland developments subject to the Waterfront Development Law and Coastal Area Facility Review Act (CAFRA). **No Submission to, or approval from, the Department of Environmental Protection, Land Use Regulation Program is required.** Developments at single family homes or duplexes that are eligible for Permits-by-Rule include:

1. The expansion of a single family home or duplex adjacent to a natural waterway by a cumulative surface area of 400 square feet on the property constructed after July 19, 1994 (including but not limited to driveways and sheds with a footprint greater than 120 square feet), provided that the expansion is not on the waterward side of the existing dwelling and is not located on a beach, dune or wetland;
2. The development (including expansion or reconstruction with expansion) of a single family home or duplex and/or accessory development (such as garages, sheds, pools, driveways, grading, excavation and filling, excluding shore protection structures) located on a bulkheaded lagoon lot; and
3. The voluntary reconstruction of a non-damaged legally constructed, currently habitable residential or commercial development within the same footprint, provided that such reconstruction is in compliance with existing requirements or codes of municipal, State and Federal law.

NOTE: Each Permit-by-Rule has specific conditions for eligibility which are further described in this guide.



## DETERMINING WHETHER A PROJECT QUALIFIES FOR A PERMIT-BY-RULE

The following pages are designed to assist you in determining if a proposed project is eligible for a Permit-by-Rule. Should you have any questions concerning whether a proposed project is eligible for a Permit-by-Rule, please contact the Program's Jurisdictional Determination Unit at (609) 633-6755 or by e-mail at [robert.cubberley@dep.state.nj.us](mailto:robert.cubberley@dep.state.nj.us) for assistance.

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### **EXPANSION OF A SINGLE FAMILY HOME OR DUPLEX ON A NATURAL WATERWAY**

#### **Description of Permit-by-Rule:**

The expansion of a legally constructed, habitable single family home or duplex on the non-waterward sides of the single family home or duplex, provided that the expansion does not exceed a cumulative surface area of 400 square feet on the property constructed after July 19, 1994, and provided that such expansion is not proposed on a beach, dune, or wetland. For example, a 200 square foot expansion of a single family home or duplex could be authorized under this Permit-by-Rule and an additional 200 square foot expansion could later be authorized under this Permit-by-Rule, since the cumulative footprint of development for both expansions would not exceed 400 square feet on the property. However, a property on which a 300 square foot expansion was already constructed pursuant to a Permit-by-Rule would not be eligible for another Permit-by-Rule subsequently for an additional 200 square foot expansion since the cumulative total footprint of development for both expansions would exceed 400 square feet.

## Worksheet

### EXPANSION OF A SINGLE FAMILY HOME OR DUPLEX ON A NATURAL WATERWAY

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is the existing structure a single family home or duplex?                            | Yes | No |
| 2. | Is the existing single family home or duplex habitable?                              | Yes | No |
| 3. | Is the proposed expansion located on the non-waterward side of the existing dwelling | Yes | No |

*The **waterward side of a single family home or duplex** is area of the property located between the tidal water body and a line(s) drawn through points of the footprint of the building closest to the water, and parallel to the water body. (See Appendix "A")*

- |    |  |     |    |
|----|--|-----|----|
| 4. | Is the proposed expansion located outside of a beach, dune or wetland? | Yes | No |
|----|--|-----|----|

*Dunes are defined based on slope regardless of whether or not there is a house, driveway, gravel yard or other improvement on the site. Beaches and dunes can be found along the bay and riverfronts as well as the ocean.*

- |    |  |     |    |
|----|--|-----|----|
| 5. | Is the cumulative surface area (footprint) of the proposed expansion and all expansions after July 19, 1994, less than or equal to 400 square feet ? | Yes | No |
|----|--|-----|----|

*NOTE: Multiple Permits-by-Rule may be issued for a site provided that the cumulative total expansion area pursuant to the permit-by-rule for the expansion of a single family home located on a natural waterway does not exceed 400 square feet.*

**If the answer to question 1,2,3,4 or 5 is NO, then the proposed project is not eligible for a Permit-by-Rule, and the applicant should apply to the Land Use Regulation Program for a permit.**

**DEVELOPMENT (INCLUDING EXPANSION OR RECONSTRUCTION AND  
EXPANSION) OF A SINGLE FAMILY HOME OR DUPLEX  
ON A BULKHEADED LAGOON LOT**

**Description of Permit-by-Rule:**

The development (including expansion or reconstruction and expansion) of a single family home or duplex and/or accessory development (such as garages, sheds, pools driveways, grading, excavation and clearing, excluding shore protection structures) on a bulkheaded lagoon lot, provided that the proposed development complies with all of the following:

- i. The proposed single family home or duplex is not part of a larger development;
- ii. The site is located on a man-made lagoon lot, with an existing bulkhead along the entire waterfront portion of the site;
- iii. All waterfront portions of the site are protected by a currently serviceable bulkhead;
- iv. There are no wetlands on site landward of the bulkhead;
- v. The proposed single family home or duplex and accessory structures (excluding decks) are set back a minimum of 15 feet from the waterward face of the bulkhead. If there is no alternative to locating the proposed single family home or duplex and accessory structures at least 15 feet landward of the bulkhead, the setback shall be reduced if an engineering certification is provided demonstrating that, after the proposed development has been constructed, the shore protection structures can be replaced within 18 inches of the existing bulkhead and a conservation restriction is recorded for the property which states that any reconstruction of a bulkhead shall be within 18 inches of the existing bulkhead;

- vi. A silt fence is erected landward of the bulkhead with a 10-foot landward return on each end prior to construction. This fence shall be maintained and remain in place until all construction and landscaping activities are completed;
- vii. If the development includes the construction of a driveway, any newly constructed portion of the driveway shall be covered with a permeable material or else be pitched to drain all runoff onto permeable areas of the site;
- viii. The development shall comply with the elevation and flood proofing requirements of the National Flood Insurance Program regulations at 44 CFR Chapter 1;
- ix. The single family home or duplex shall be serviced by an existing municipal sewer system; and
- x. All sub-gravel liners must be made of filter cloth or other permeable material.

# Worksheet

## DEVELOPMENT (INCLUDING EXPANSION OR RECONSTRUCTION AND EXPANSION) OF A SINGLE FAMILY HOME OR DUPLEX ON A BULKHEADED LAGOON LOT

- |    |   |     |    |
|----|---|-----|----|
| 1. | Is the proposed structure a single family home or duplex which is not part of a larger development? | Yes | No |
| 2. | Is the site to be developed located on a man-made lagoon and not a natural waterway?                | Yes | No |

*A **man-made lagoon** is defined as an artificially created linear waterway sometimes branched, ending in a dead end with no significant upland drainage. Lagoons have been created through dredging and filling of wetlands, bay bottom and other estuarine water areas for the purpose of creating waterfront lots for residential development adjacent to the lagoon. A natural waterway which is altered by activities including, but not limited to filling, channelizing, or bulkheading is not considered to be a man-made lagoon, nor is a bulkheaded boat slip considered to be a lagoon.*

- |    |  |     |    |
|----|--|-----|----|
| 3. | Does the bulkhead extend across the entire water frontage of the property?   | Yes | No |
| 4. | Are wetlands absent from the area of the site landward of the bulkhead?  | Yes | No |
| 5. | Is all proposed construction (excluding open decks and patios) set back at least 15 feet from the waterward face of the bulkhead?  | Yes | No |
| 6. | Is a silt fence proposed to be installed along the length of the bulkhead, with a 10 foot return on each side (silt fence shall be maintained in place until all construction and landscaping is completed)? | Yes | No |
| 7. | Is the driveway (proposed driveways only) proposed to be covered with a porous material, or else be pitched to drain runoff onto permeable areas of the site?  | Yes | No |

- |     |  |     |    |
|-----|--|-----|----|
| 8.  | Does the development comply with the elevation and flood proofing requirements of the National Flood Insurance Program regulations, 44CFR Chapter1?  | Yes | No |
| 9.  | Is the proposed single family home or duplex serviced by an existing municipal sewer system?   | Yes | No |
| 10. | Are subgravel landscape liners made of filter cloth or other permeable material?   | Yes | No |
| 11. | If the proposed development includes the construction of a swimming pool, will the swimming pool backwash system discharge to a municipal sewer system or area other than adjacent wetlands or surface water body? | Yes | No |

If the answer to question 1,2,3,4,6,7,8,9,10, 11 or 12 is **NO**, then the proposed project is not eligible for a Permit-by-Rule, and the applicant should apply to the Land Use Regulation Program for a permit.

**If the answer to question 5 only is NO, obtain a certification from a licensed Professional Engineer stating that, upon completion of the proposed construction, future bulkhead reconstruction can be accommodated within 18 inches of the existing bulkhead. In addition, record a conservation restriction with the County Clerk, stating that future bulkhead reconstruction shall be within 18 inches of the existing bulkhead (as measured from the waterward face of the old bulkhead sheathing to the waterward face of the new bulkhead sheathing).**

## Voluntary Reconstruction within the Same Footprint

### Description of Permit-by-Rule:

The voluntary reconstruction of a non-damaged legally constructed, currently habitable residential development within the same footprint, provided that such reconstruction is in compliance with existing requirements or codes of municipal, State and Federal law and provided:

1. The reconstruction does not result in the enlargement or relocation of the footprint of the development;
2. The reconstruction does not result in an increase in the number of dwelling units; and
3. The reconstruction does not increase the area covered by buildings and/or asphalt or concrete pavement.

**This permit-by-rule does not apply to repairs or maintenance of the residential development, such as replacing siding, windows or roofs, which is not regulated.**

**NOTE:** This permit also applies to the **voluntary reconstruction of a commercial development within the same footprint** provided specific conditions are met. The standards for this permit-by-rule are found at N.J.A.C. 7:7-7.2(a)7.

# Worksheet

## Voluntary Reconstruction within the Same Footprint

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is the proposed development a residential development?   | Yes | No |
| 2. | Is the existing residential development habitable?   | Yes | No |
| 3. | Is the proposed reconstruction within the same footprint as the existing footprint of the development? | Yes | No |

*NOTE: The **footprint of development** is the area of the ground enclosed by the exterior walls of the building. The footprint does **not** include decks, porches, patios, driveways, etc.*

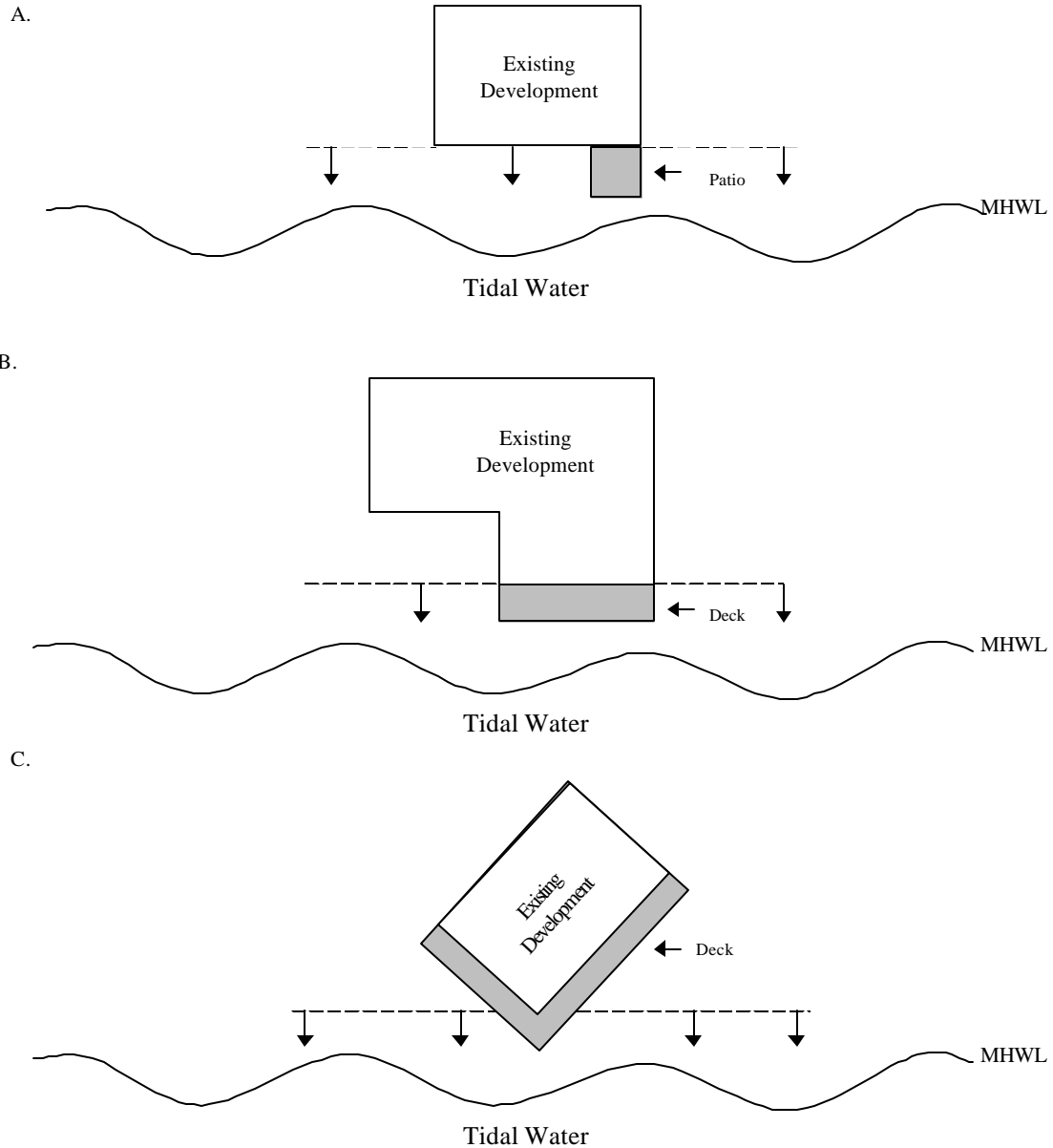
- |    |   |     |    |
|----|---|-----|----|
| 4. | Does the proposed reconstruction result in the same number, or fewer, dwelling units?                                       | Yes | No |
| 5. | Does the proposed reconstruction result in the same area or less, covered by buildings and/or asphalt or concrete pavement? | Yes | No |

**If the answer to question 1, 2, 3, 4 or 5 is NO, then the proposed project is not eligible for a Permit-by-Rule, and the applicant should apply to the Land Use Regulation Program for a permit.**



# APPENDIX A

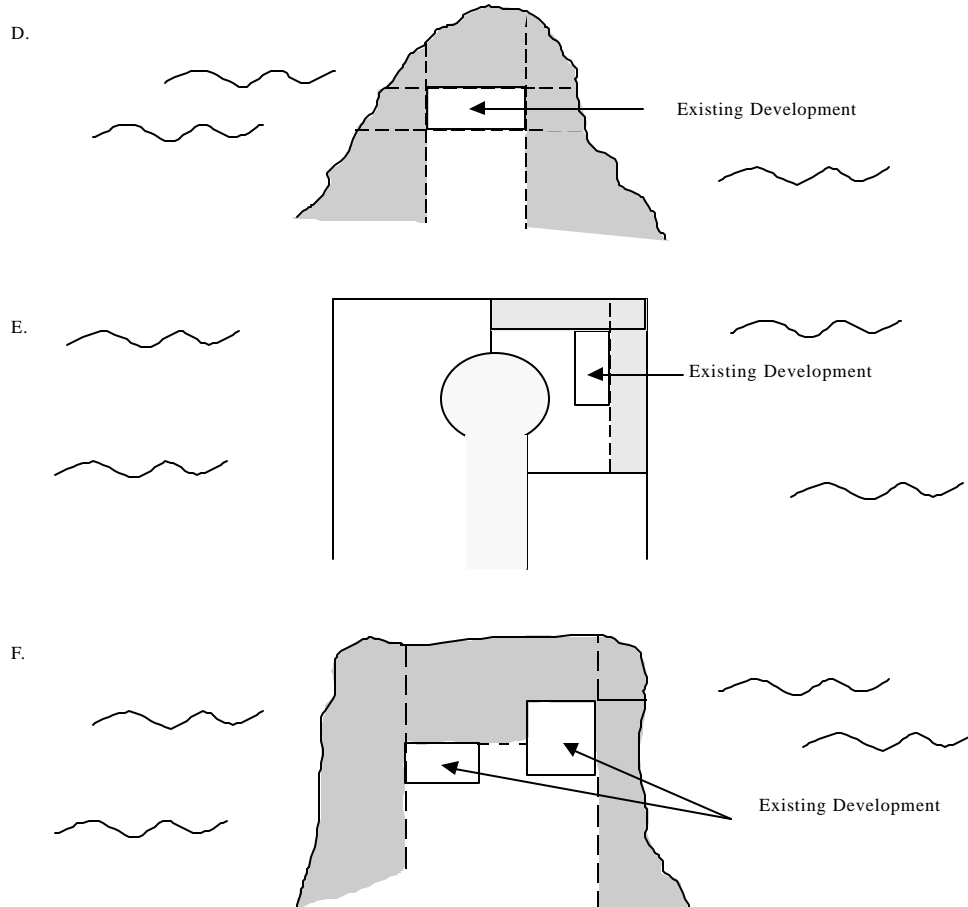
## Waterward Side of Development



\*NOT TO SCALE \*

Note: Arrows Denote Waterward Side of the Development

Waterward Side of Development  
(continued)



NOTE: Shaded areas denote waterward side of development

\*NOT TO SCALE \*

## **Appendix C**

Standards for the Construction or Reconstruction (with or without expansion) of a single family home or duplex located on a dune

## ***Standards for the construction or reconstruction (with or without expansion) of a single family home or duplex located on a dune***

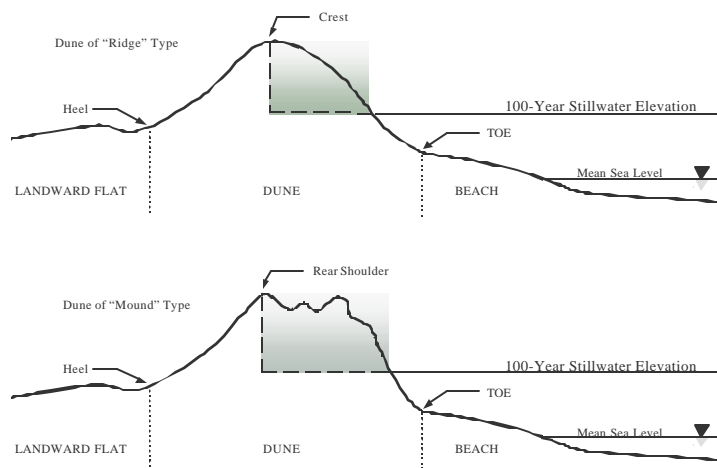
The coastal general permit for the development of a single family home or duplex and/or accessory development, and the coastal general permit for the reconstruction (with or without expansion) of a single family home or duplex and/or accessory development allow the construction or reconstruction with or without expansion of your single family home or duplex and/or accessory development on a dune in limited situations, provided specific conditions are met. These conditions are in addition to those listed in the body of this booklet. **If the proposed single family home or duplex and/or accessory development does not meet the conditions listed below, then the proposed development must meet the Coastal Zone Management rules, Dune rule, N.J.A.C. 7:7E-3.16.**

1. The construction or reconstruction (with or without expansion) of a single family home or duplex existing or proposed on a dune is acceptable, if the construction or reconstruction (with or without expansion) meets 1(a) and/or 1(b) below:

a. The **construction or reconstruction** is proposed on the landward slope of a **secondary or tertiary dune** and:

- The area of the site proposed to be developed is located greater than 500 feet landward of the mean high water line of the adjacent water body;
- The cross-sectional area of the **primary frontal dune** waterward of the proposed development, as measured above the 100-year stillwater elevation and waterward of the primary frontal dune crest, is greater than 1,100 square feet. For the purpose of this section, **primary frontal dune** means a continuous or nearly continuous mound or ridge of sand with relatively steep waterward and landward slopes immediately landward of and adjacent to the beach, and subject to erosion and overtopping from high tides and waves during major coastal storms. **Secondary and tertiary dunes** mean the second and third dune mound or ridge, respectively, landward from and adjacent to the primary frontal dune;

Cross Sectional Area of a Primary Frontal Dune



Source: FEMA, 1998, Draft: Coastal Construction Manual

The beach area adjacent to the proposed development is either naturally stable without beach nourishment or naturally accretional without beach nourishment, as determined using the method described at N.J.A.C. 7:7E-3.19, Erosion Hazard Areas, and the information in the Department's Geographic Information System (GIS) database as found in the Historical Shorelines coverage 1836-1986; and

- The site disturbance, including grading, excavation and vegetation removal, is limited to that necessary to develop the single family home or duplex and/or accessory structures.

b. The **construction or reconstruction** is proposed on a dune which is isolated from a beach and dune system by a paved public road, public seawall or public bulkhead, existing on July 19, 1993, and

- The public road, seawall or bulkhead is of sufficient size to be designated as the V-zone boundary on the municipal Flood Insurance Rate Map;
- The public road, seawall or bulkhead has eliminated the protective function of the isolated dune, by providing a significant barrier to coastal processes, including storm waves and flooding;
- The road, seawall or bulkhead is functional and is currently maintained by a public entity;
- The area of proposed construction or reconstruction (with or without expansion) is designated as an A-Zone, B-Zone or C-Zone on the municipal Flood Insurance Rate Map;
- The site disturbance, including grading, excavation and vegetation removal, is limited to that necessary to develop the single family home or duplex and/or accessory structures; and
- The proposed development does not include the construction of a shore protection structure.

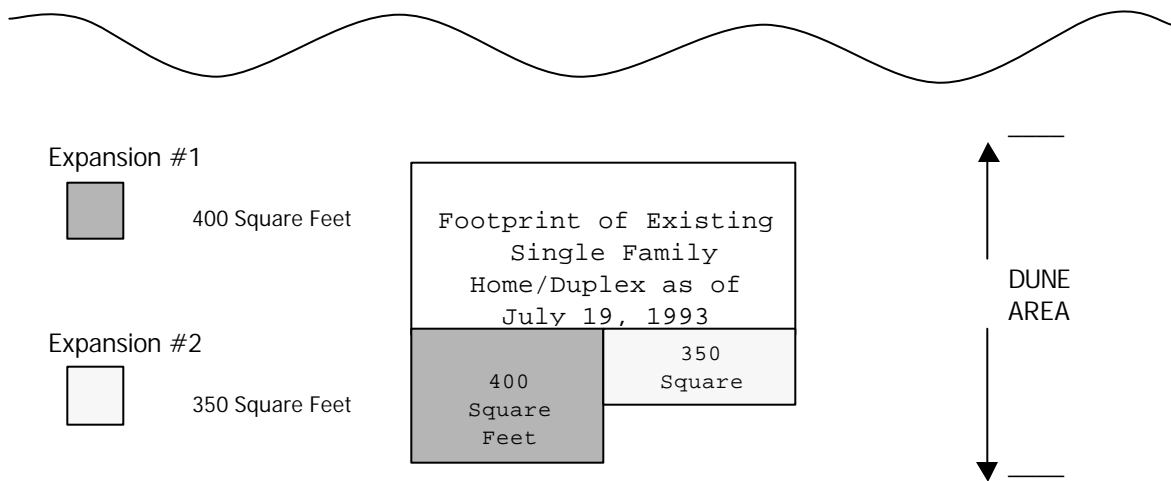
2. In addition, the **reconstruction (with or without expansion)** of a single family home or duplex existing or proposed on a dune is acceptable, if it meets 2(a) and/or 2(b) below:

a. The **reconstruction (with or without expansion)** is proposed on a dune and:

- The single family home or duplex legally existed on July 19, 1993;
- The single family home or duplex expansion and/or accessory development constructed after July 19, 1993 does not exceed a cumulative surface area of 750 square feet on the dune. This 750 square foot expansion does not include the area of reconstruction within the existing **footprint of development** and the area resulting from the enclosure of an existing patio, deck or porch as described below. **NOTE:** The **footprint of development** is the area of land that is enclosed by the exterior walls of the building;

- The single family home or duplex expansion and/or accessory development is located on the landward side of the existing **footprint of development** and within the area between lines extended landward and perpendicular to the mean high water line from the widest shore parallel points of the existing footprint of development, unless the expansion meets the criteria below for reconstructing the single family home or duplex landward of the existing footprint of development. **NOTE:** The **footprint of development** is the area of land that is enclosed by the exterior walls of the building;

## TIDAL WATERWAY

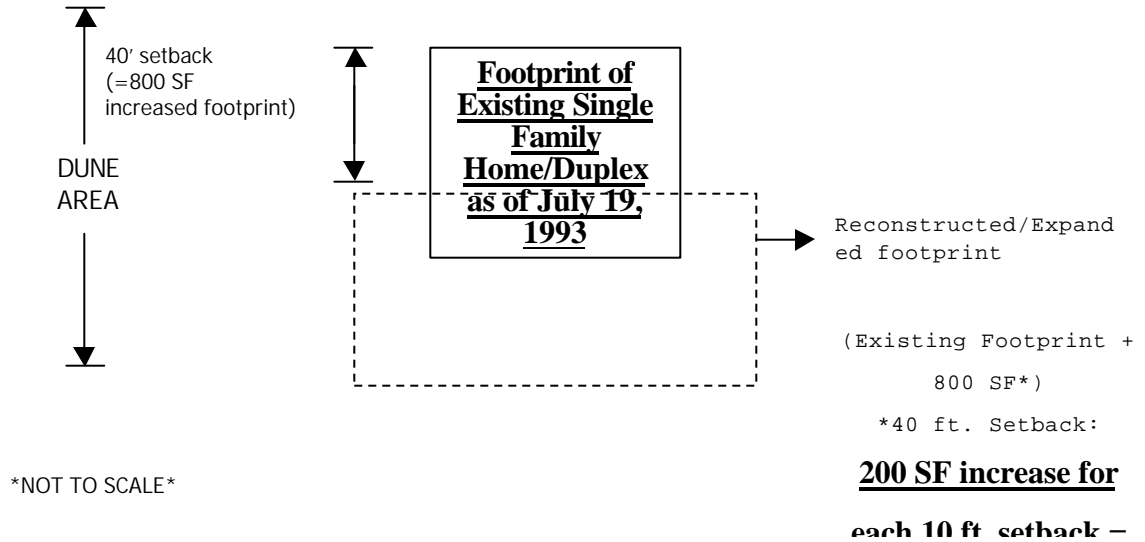


Total Expansion of 750 Square Feet Over Time

\*NOT TO SCALE\*

- For every 10 feet the footprint of development of the single family home or duplex is set back landward on the lot from the existing footprint of development of the single family home or duplex, the total area of development may be increased by 200 square feet in addition to the 750 square foot expansion described above, provided the additional square footage is constructed on the non-waterward side of the single family home or duplex. Note: The waterward side of development is the area located between the tidal water body and a line(s) drawn through points of the footprint of the building closest to the water, and parallel to the water body (see pages 7 & 8);

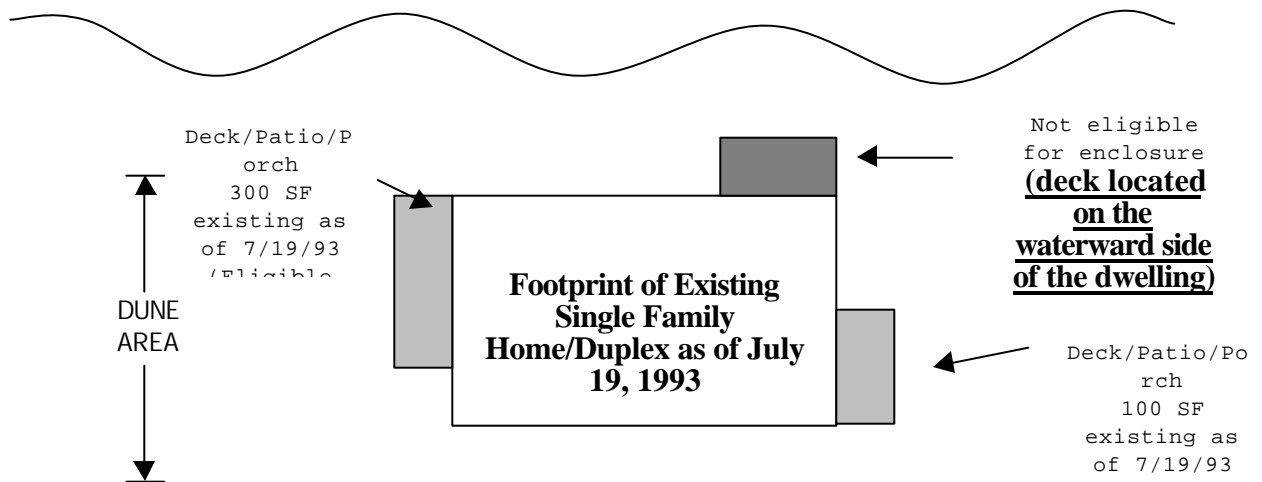
# TIDAL WATERWAY



- The dune area waterward of the single family home or duplex is enhanced by:
  - Establishing a uniform dune crest elevation matching the highest existing dune crest elevation at the site by placing sand fill as necessary;
  - Planting native dune vegetation in accordance with the specifications contained in Guidelines and Recommendations for Coastal Dune Restoration and Creation Projects (DEP, 1985) and/or Restoration of Sand Dunes Along the Mid-Atlantic Coast (U.S. Soil Conservation Service, 1992). These documents are available upon request from the Department's Land Use Regulation Program, P.O. Box 439, Trenton, New Jersey 08625-0439, (609)292-0060; and
  - A conservation restriction for the dune areas waterward of the existing and/or approved single family home or duplex and/or accessory development is recorded in accordance with the Coastal Permit Program rules, N.J.A.C. 7:7-1.5(b)18;
- b. The **reconstruction (with or without expansion)** consists of the enclosure of an existing deck, patio, or porch and:
  - The deck, patio, or porch enclosure is located on the non-waterward side of the single family home or duplex;
  - The deck, patio, or porch legally existed on July 19, 1993;
  - The deck, patio, or porch abuts the dwelling;

- The enclosure does not extend beyond the limit of the existing deck, patio, or porch as it existed on July 19, 1993;
- The footprint of development of the deck, patio, or porch enclosure does not exceed 400 square feet; and
- The dune area waterward of the single family home or duplex is enhanced by:
  - Establishing a uniform dune crest elevation matching the highest existing dune crest elevation at the site by placing sand fill as necessary;
  - Planting native dune vegetation in accordance with the specifications contained in Guidelines and Recommendations for Coastal Dune Restoration and Creation Projects (DEP, 1985) and/or Restoration of Sand Dunes Along the Mid-Atlantic Coast (U.S. Soil Conservation Service, 1992). These documents are available upon request from the Department's Land Use Regulation Program, P.O. Box 439, Trenton, New Jersey 08625-0439, (609)292-0060; and
- A conservation restriction for the dune areas waterward of the existing and/or approved single family home or duplex and/or accessory development is recorded in accordance with the Coastal Permit Program rules, N.J.A.C. 7:7-1.5(b)18.

## TIDAL WATERWAY



*NOTE: The Deck/Patio/Porch enclosures shall be limited to the non-waterward side of the dwelling and the decks/patios/porches that existed as of July 19, 1993. The enclosures shall not exceed a cumulative footprint expansion of 400 square feet over time.*

\*NOT TO SCALE\*



## **Appendix D**

### LURP Application Form

**State of New Jersey**  
**Department of Environmental Protection**  
**Land Use Regulation Program Application Form (LURP #1)**

PLEASE PRINT OR TYPE THE FOLLOWING: (Complete all sections unless otherwise noted)

1. Applicant Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. Agent Name \_\_\_\_\_ Firm \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Project Name \_\_\_\_\_ Location (Street Address) \_\_\_\_\_  
Municipality \_\_\_\_\_ County \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
State Plane Coordinates N \_\_\_\_\_ feet E \_\_\_\_\_ feet  
Nearest Waterway \_\_\_\_\_ Watershed \_\_\_\_\_
4. Total Fees \_\_\_\_\_ Fees Paid\* \_\_\_\_\_ Project Cost \_\_\_\_\_ Check Number \_\_\_\_\_  
(See attached fee schedule) \_\_\_\_\_ \*(Official Use Only)
5. Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

<b>File Number</b>	_____	<b>Permit Code</b>	_____
<b>Date Received</b>	_____	<b>Project Manager</b>	_____
<b>20th Day</b>	_____	<b>Project Engineer</b>	_____
<b>90th Day</b>	_____	<b>Date Entered</b>	_____
<b>ASU Date</b>	_____	<b>Points Assigned</b>	_____

**Xref File #** \_\_\_\_\_

6. Application(s) for: (Please check all that apply)

Stream Encroachment:	Permit	_____	Waiver	_____
CAFRA:	Individual Permit	_____	General Permit	_____
	Exemption Request	_____		
Freshwater Wetlands:	Individual Permit	_____	General Permit (Specify #)	_____
	Transition Area Waiver	_____	Letter of Interpretation	_____
	Exemption Request	_____	Open Water Fill Permit	_____
Waterfront Development:	Residential	_____	Commercial	_____
Upland Waterfront Development:	Residential	_____	Commercial	_____
Water Quality Certificate			Tidal Wetlands (1970)	_____
Federal Consistency Determination			Jurisdictional Determination	_____
Permit Modification (specify)	_____			
Other (specify)	_____			

7. Indicate below if any of the following approvals, denials or certifications were received for the project site or are required for the proposed project:

- In Column A, indicate application status: (**P for** - pending, **A for** - approved, **D for** - denied, **T for** - to be applied for, or **O for** - other (explain other).
- In Column B, indicate application, permit, or docket number.

	A	B		A	B
CAFRA Permit	_____	_____	Stream Encroachment Permit	_____	_____
CAFRA Exemption	_____	_____	Stream Encroachment Waiver	_____	_____
Waterfront Development Permit	_____	_____	Water Quality Certificate	_____	_____
Tidal Wetlands (1970) Permit	_____	_____	Tidelands (Riparian) Conveyance	_____	_____
Statewide General Freshwater Wetlands Permit	_____	_____	Dam Construction or Repair Permit	_____	_____
Freshwater Wetlands Letter of Interpretation	_____	_____	Pinelands Certificate of Filing	_____	_____
Freshwater Wetlands Transition Area Waiver	_____	_____	D & R Canal Commission Certificate	_____	_____

Individual Freshwater Wetlands Permit	_____	_____	Federal Permits (Specify)	_____	_____
Freshwater Exemption	_____	_____	State Permits (Specify)	_____	_____
Wetlands Permit Modification (specify # & type)	_____	_____			

**APPLICANT SIGNATURE\***

\*All applicants must complete this section including those applying for Permit by Rule.

I certify under penalty of law that the information provided in this document is true and accurate. I am aware that there are significant civil and criminal penalties for submitting false or inaccurate information. (If corporate entity, print/type the name and title of person signing on behalf of the corporate entity.)

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

.....  
**A. PROPERTY OWNER'S CERTIFICATION**

I hereby certify that the undersigned is the owner of the property upon which the proposed work is to done. This endorsement is certification that the owner grants permission for the conduct of the proposed activity. In addition, I hereby give unconditional written consent to allow access to the site by representatives or agents of the Department for the purpose of conducting a site inspection or survey of the project site.

In addition, the undersigned property owner hereby certifies:

1. Whether any work is to be done within an easement - Yes \_\_\_\_\_ No \_\_\_\_\_
2. Whether any part of the entire project (e.g., pipeline, roadway, cable, transmission line, structure, etc.) will be located within property belonging to the State of New Jersey - Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Type or Print Name and Address of  
Owner, if different from item 1 on  
Page 1**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

**B. APPLICANT'S AGENT**

**NOTE:** Notary seal is required when an agent is used.

I \_\_\_\_\_, the Applicant/Owner, authorize to act as my agent/representative in all matters pertaining to my application the following person:

Name \_\_\_\_\_

Occupation/Profession \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant/Owner)

**AGENT'S CERTIFICATION**

Sworn before me  
this day of

I agree to serve as agent for the above-mentioned applicant

\_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
Notary Public

**C. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS, SURVEYOR'S OR ENGINEER'S REPORT**

I hereby certify that the plans, specifications and engineer's report, if any, applicable to this project comply with the current rules and regulations of the New Jersey Department of Environmental Protection with the exceptions as noted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type: Name and Date

\_\_\_\_\_  
Position, Name of Firm

(revised through December 2000)

## **Appendix E**

Public Notice Letter



## Appendix E

"This letter is to provide you with legal notification that an application will be submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program for authorization under a coastal general permit for (describe the proposed development).

The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter. Your comments should be sent along with a copy of this letter to:

New Jersey Department of Environmental Protection  
Land Use Regulation Program  
P.O. Box 439  
Trenton, New Jersey 08625-0439  
attn: (Municipality in which property is located) Section Chief;"